

## City of Green Bay

Inspection Division

*Sign Permit Application*

General Information: Complete application and submit with three (3) copies of plans and sign details with supporting documentation demonstrating compliance with Sec. 13.36, Regulation of Signs, Green Bay Municipal Ordinance prior to commencing installation.

Project Address:

Parcel #:

Zoning:

Sign#:

Applicant	Applicant is <input type="radio"/> Property Owner <input type="radio"/> Sign Contractor	Property Owner	(Required if other than Applicant)
Name		Name	
Company		Company	
Address		Address	
City, ST ZIP		City, ST ZIP	
Phone	Fax	Phone	Fax
E-mail		E-mail	

Site Plan - [s.13.36(3)(c)2.] Provide a scaled site plan showing property lines, street(s), location of buildings, structures, drives, parking areas, and location of proposed sign and its supporting structure. Also, list all existing signs on the property below.

List & describe all existing signs on property (provide additional sheet if necessary)

Check if NON-CONFORMING

1. \_\_\_\_\_ o
2. \_\_\_\_\_ o
3. \_\_\_\_\_ o

Construction Specifications - [s.13.36(4)] Provide scaled drawings showing sign design, size, materials to be used, method of construction, lighting, and means of attachment to the building or the ground. Illuminated signs are required to have labels attached, one from a listed nationally recognized testing lab and separate label indicating the manufacturer's name, input amperes and voltage, both labels must be visible from the ground after installation, and the sign must have an externally operable disconnect.

Sign Type. ☐ Awning ☐ Canopy ☐ Building ☐ Pole ☐ Monument ☐ Off-Premise Billboard ☐ Other \_\_\_\_\_

Fixed Face: Width \_\_\_\_\_ X Height \_\_\_\_\_ Area \_\_\_\_\_ SF, Illuminated - ☐ Internally ☐ Externally, No. of Faces \_\_\_\_\_

Reader Bd: Width \_\_\_\_\_ X Height \_\_\_\_\_ Area \_\_\_\_\_ SF, Illuminated - ☐ Internally ☐ Externally, No. of Faces \_\_\_\_\_

Sign Construction \_\_\_\_\_ Est. Sign Cost \$ \_\_\_\_\_

**Professional Engineer** (Required where Item 4 of Conditions of Approval applies)

Name	Registration No.	Phone No.
<b>Sign Contractor</b>	<b>Electrical Contractor</b> (Required If sign is illuminated)	
Name	Name	
Company	Company	
Address	Address	
City, ST Zip	City, ST Zip	
Phone	Fax	Phone
E-Mail		E-mail

Sign Contractor License# \_\_\_\_\_ ☐ License Permit Bond (\$5,000) ☐ Public Liability Insurance Policy

Electrical Contractor License # (s.17.07) SBD Certificate # (Comm 5) ☐ Public Liability Insurance Policy

**Adjoining Property Owner's Authorization** - [s.13.36(3)(c)4.5] Complete if access is necessary to service sign from adjoining property.

Adjoining Property or Building Address \_\_\_\_\_ Parcel # \_\_\_\_\_

Signature \_\_\_\_\_ Phone \_\_\_\_\_

**Applicant**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Conditions of Approval** - 0 See attached for additional conditions

1. If work herein authorized is suspended or abandoned for one year any time after commencing work, this permit shall become null & void.
2. All signs shall bear a label provided by the City identifying the permit number, date of issuance, and person or firm erecting the sign.
3. All free-standing signs require a foundation inspection by the Building Inspector and a final electrical inspection by the Electrical inspector.
4. All signs exceeding 150 sq. ft. in area per side shall be designed by, and within five days of installation, shall be certified by a professional engineer registered in the State of Wisconsin that such sign meets all state and local construction requirements

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 Sign Permit Fee Elec. Permit Fee Total Permit Fee Receipt # Date Issued

Zoning Inspector \_\_\_\_\_ Building Inspector \_\_\_\_\_ Electrical Inspector \_\_\_\_\_  
 WHITE - Assessor CANARY - File Copy PINK - Inspector GOLDENROD - Applicant